



**City of Rochester**  
**Building Safety Department**  
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## **INSPECTION CHECKLIST FOR RENTAL PROPERTY**

A summary of items routinely inspected during Property Maintenance Inspection.

This is not an exhaustive list of inspected items.

OK   Fix

### **A. MAINTENANCE OF STRUCTURE**

- ☐   ☐ 1. All structural and associated components (foundation, roof, walls, support members, stairs, sidewalks, etc.) are maintained in a safe and sound condition.\*
- ☐   ☐ 2. All exterior components are maintained in a weatherproof, watertight, rodent proof condition.
- ☐   ☐ 3. All doors and hardware are maintained in good and functional condition. Exterior doors and dwelling unit doors are equipped with locks, which prevent unauthorized entry. (Key from both side locks not permitted.)
- ☐   ☐ 4. All windows and hardware are maintained in a good and functional condition to meet natural light and ventilation requirements.\*
- ☐   ☐ 5. All interior walls, ceilings, floors and other interior areas are well maintained and in a safe and sanitary condition.

### **B. ACCESSORY STRUCTURE**

- ☐   ☐ Garages and sheds are maintained structurally sound in good condition. \*

### **C. RAINWATER DRAINAGE**

- ☐   ☐ Gutters and downspouts are maintained in good condition and direct water away from structure(s) and into storm sewer.

### **D. CHIMNEYS AND FLUE PIPING**

- ☐   ☐ Chimneys and venting maintained structurally sound and mechanically functional.\*

### **E. EXTERIOR SURFACES**

- ☐   ☐ All materials subject to rust or rot are protected from weather and deterioration/decay by paint, aluminum or vinyl siding, trim, etc . Masonry is maintained free of cracks, open mortar joints and deteriorated brick.\*

**OK**   **Fix**

**F. FIRE PROTECTION**

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All fire extinguishing devices and all early warning fire protection systems are properly installed and maintained in good working condition.

- Smoke detectors are installed as per manufacturer's instructions and as required by codes in common areas and units. Smoke detectors must be within fifteen feet of each sleeping room and on each floor within dwelling unit. Smoke detectors more than ten years old must be replaced.
- Fire extinguishers in common areas are visible, accessible, and have current inspection service tag.
- Approved address numerals (minimum 3") are legible from the public way. Address must be displayed on the front and rear of the property.
- Passages, pipe chases, chutes, access openings and holes are fire and draft stopped to prevent spread of fire.

**G. GUARDRAILS AND HANDRAILS**

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Guardrails and handrails are maintained in safe and sound condition. Handrails are required for stairs with four or more risers or as required by Building Code. Guardrail required for walkway areas with adjacent drop off exceeding 30 inches.

**H. EXTERIOR AREA MAINTENANCE**

☐   ☐  
☐   ☐

1. Property yard areas are maintained clean and safe.
2. Fences are in good repair and comply with the Rochester Hosing/Zoning Ordinances. \*

**I. GARBAGE FACILITIES**

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Adequate facilities are supplied and maintained in compliance with Rochester Housing Ordinances.

**J. MAXIMUM OCCUPANCY**

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Dwelling is not occupied by a number of persons greater than allowed by Rochester Housing Ordinances.

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\* New installations, replacement and some repairs must comply with current Codes and may require a permit (Building, Electric, Plumbing or Mechanical Permits).

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**QUESTIONS?   Rochester Building Safety Department (507) 328-2600**